



## **REQUEST FOR APPLICATIONS (RFA)**

**RFA NO.: ECEPREKCLASS04052012**

**Government of the District of Columbia  
Office of the State Superintendent of Education  
Division of Early Childhood Education**

## **Fiscal Year 2012 Pre-Kindergarten Program**

The Office of the State Superintendent of Education (OSSE), Division of Early Childhood Education (ECE) invites the submission of applications for funding through the District of Columbia.

### **IMPORTANT DATES**

<b>RFA Release Date:</b>	<b>March 2, 2012</b>
<b>Pre-Application Conference Date:</b>	<b>March 13, 2012</b>
<b>Submission Deadline Date:</b>	<b>April 5, 2012, 3:30 p.m.</b>

**Late Applications Will Not Be Forwarded to the Review Panel.**



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# NOTICE

## PRE-APPLICATION CONFERENCE

### ATTENDANCE IS RECOMMENDED

**WHEN:** Tuesday, March 13, 2012

**WHERE:** Office of the State Superintendent of Education  
Division of Early Childhood Education  
810 First Street, NE – 4<sup>th</sup> Floor Conference Rm. 4002  
Washington, D.C. 20002

**TIME:** 1:30 p.m. – 3:30 p.m. EST

**CONTACT PERSON:** Walter C. Lundy, Jr.  
Grants Management Specialist  
Office of the State Superintendent of Education (OSSE)  
Division of Early Childhood Education (ECE)  
810 First Street, NE, 4<sup>th</sup> Floor  
Washington, DC 20002  
(202) 727-5045  
[Walter.Lundy@dc.gov](mailto:Walter.Lundy@dc.gov)

**Please RSVP to the OSSE/ECE no later than Monday, March 12, 2012 as seating is limited. You may RSVP to Mr. Walter C. Lundy, Jr. via telephone at (202) 727-5045 or via e-mail to [Walter.Lundy@dc.gov](mailto:Walter.Lundy@dc.gov) .**



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### **DEADLINES AND IMPORTANT DATES**

Request for Applications Announcement	February 24, 2012
Request for Applications Release Date	March 2, 2012
Last Day to Register for the Pre-Application Conference	March 12, 2012
Conduct Pre-application Conference	March 13, 2012
Written Question And Answer Deadline	March 21, 2012
Answers to Questions Available At: <a href="http://capstat.oca.dc.gov">http://capstat.oca.dc.gov</a> or <a href="http://osse.dc.gov">http://osse.dc.gov</a>	March 27, 2012
Submission Deadline	April 5, 2012, 3:30 p.m. EST
Award Announcement	April 16, 2012
Grant Start and End Dates	April 20, 2012 to April 19, 2012



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## Checklist for Applications

- ☐ The Applicant has responded to all sections of the Request for Applications (RFA).
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for OSSE/ECE approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Evaluation Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment G of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment H of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The Budget and Funding Information is complete and complies with the format found in Attachment I of the RFA.
- ☐ The Board of Directors List is complete and complies with the format found in Attachment J of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form (Attachment K of the RFA) for each collaborative partner.
- ☐ The Applicant has read and signed the Statement of Confidentiality found in Attachment L of the RFA, and has submitted signed copies for all staff who will work on this project.
- ☐ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side.
- ☐ The application uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- ☐ The program narrative section is complete and is within the 25-page limit for this section of the RFA submission.
- ☐ The Applicant is submitting four (4) copies of the application: the required original and three (3) copies.
- ☐ The application format conforms to the guide listed in Section VI, Application Format, listed on page 17 of the RFA.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ The application is submitted to Office of the State Superintendent of Education, Division of Early Childhood Education, 810 First Street, NE – 4<sup>th</sup> Floor, Washington, DC 20002, no later than **3:30 p.m. EST**, on the deadline date of **April 5, 2012**.



## REQUEST FOR APPLICATIONS

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## **SECTION I: GENERAL INFORMATION**

### **Introduction**

The District of Columbia Office of the State Superintendent of Education, Division of Early Childhood Education (OSSE/ECE) is the lead agency responsible for coordinating early childhood education services to District of Columbia children and their families. The OSSE/ECE provides leadership and coordination to ensure all District of Columbia children from birth to kindergarten entrance have access to high quality early childhood development programs. It works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports. This is achieved through partnerships with the public and private sectors.

The Pre-Kindergarten Program managed by the OSSE/ECE is the result of the Pre-K Enhancement and Expansion Act of 2008 (“the Act”), D.C. Code §§ 38-271 – 38-275. The District of Columbia is committed to providing high quality early education to the children of the District of Columbia. All children with verified residency in the District of Columbia and who are of Pre-Kindergarten (Pre-K) age are eligible to be served in the Pre-Kindergarten Program regardless of race, ethnicity, income, religion or membership in other protected groups. The legislation defines “Pre-K age” as children three (3) years of age on or before September 30 of the upcoming school year, or four (4) years of age, and children who become five (5) years of age after September 30<sup>th</sup> of the upcoming school year. This legislation is a key part of the OSSE’s goal to ensure that all District of Columbia children will be ready for school and that all District residents receive an excellent education for success in the 21<sup>st</sup> century.

The OSSE/ECE seeks to award grants to eligible organizations to establish Pre-K classrooms that provide high-quality early educational services to children. It seeks applications from community-based organizations (CBOs) which, as defined by the Act include Head Start and early childhood education programs operated by a nonprofit or faith-based organizations, or for-profit organizations that participate in federally-funded and/or District-funded early childhood programs, including the Child Care Subsidy Program funded by the federal Child Care and Development Fund and District of Columbia appropriated funds.

### **Target Populations**

The target population to be served by Pre-K classrooms is District of Columbia Pre-K age children.

### **Eligible Organizations/Entities**

Applications are requested from:

- Community-based organizations that provide early childhood education programs in the District of Columbia; and





- Nonprofit or for-profit organizations that participate in federally-funded and/or District funded early childhood programs, including the OSSE/ECE-administered Child Care Subsidy Program; or
- Faith-based organizations that are licensed to operate a child development facility in the District of Columbia.

Applicants must meet high-quality standards and program requirements as defined by Section 38-272.01 of the Act. Applicants must have a Gold designation under the OSSE/ECE's *Going for the Gold* Tiered Rate Reimbursement System.

### **Source of Grant Funding**

The funds are made available through District of Columbia appropriations. Grantees will be subject to requirements set forth in District of Columbia statutes and any accompanying regulations. The OSSE/ECE maintains the right to adjust the grant award and amount based on funding availability. Funding for the award is contingent on continued availability of funds. This Request for Applications (RFA) does not commit the OSSE/ECE to make an award.

### **Award Period**

The base period of performance will not exceed twelve (12) months from the date of execution of the award. At its option, the OSSE/ECE may extend the performance period up to 12 months (i.e., one year) at a time and may exercise this option up to four (4) times. The total performance period of this grant will not exceed sixty (60) months, which will be the sum of the base period plus the total of all one (1) year option periods. Any extension of the performance period is contingent upon compliance with the terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds. Funding for this award is contingent on continued funding from the District of Columbia appropriations.

### **Grant Awards and Amounts**

Grant awards will not exceed the District of Columbia per pupil funding amount of \$11,629 per Pre-K child. The exact amount of the award will be based on the age of the children and the number of children per classroom. Pre-K programs are required to enroll and maintain a class size of no fewer than fifteen (15) students per classroom. Programs that are not able to maintain full enrollment will be subject to a reduction in funding.

The per pupil funding amount includes the total cost of the Pre-K classroom operations, technical assistance and comprehensive health support services. Applicants can apply for one (1) or more classrooms.

The OSSE/ECE has made no determination of a set number of awards. The OSSE/ECE may enter into negotiations with an Applicant and adopt a firm funding amount or otherwise revise the Applicant's proposal.



The OSSE/ECE also reserves the right to cancel this solicitation and to not award any grant for this requirement. The OSSE/ECE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA or to rescind the RFA.

The OSSE/ECE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the Applicant's sole responsibility.

The OSSE/ECE also reserves the right to accept or deny any or all applications if the OSSE/ECE determines it is in the best interest of the Agency to do so. The OSSE/ECE shall notify the Applicant if it rejects that Applicant's proposal. OSSE/ECE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulations or requirement.

### **Terms and Conditions**

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control and it shall be the responsibility of the Applicant to ensure compliance.

### **Anti-Deficiency Considerations**

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

### **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and included in the Applicant's submission.



## Contact person

For further information, please contact:

Mr. Walter C. Lundy, Jr.  
Grants Management Specialist  
Office of the State Superintendent of Education  
Division of Early Childhood Education  
810 First Street, NE – 4<sup>th</sup> Floor  
Washington, DC 20002  
(202) 727-5045  
[Walter.Lundy@dc.gov](mailto:Walter.Lundy@dc.gov)

## Internet

In order to receive updates and/or addenda to this RFA, or other related information, Applicants who obtain this RFA through the Internet are advised to immediately email the following information to Mr. Walter C. Lundy, Jr., Grants Management Specialist, OSSE/ECE, at [Walter.Lundy@dc.gov](mailto:Walter.Lundy@dc.gov):

- Name of Applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- E-mail address

## Pre-Application Conference

The Pre-Application Conference will be held on **Tuesday, March 13, 2012 from 1:30 p.m. until 3:30 p.m. EST**, at 810 First Street, NE – 4th Floor Conference Rm. 4002, Washington, DC 20002.

## Explanations to Prospective Applicants

Applicants are encouraged to mail, fax, or e-mail their questions to Mr. Walter C. Lundy, Jr., Grants Management Specialist, OSSE/ECE, at [Walter.Lundy@dc.gov](mailto:Walter.Lundy@dc.gov) on or before **Wednesday, March 21, 2012**. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date. A response to all questions will be posted on the Office of the City Administrator (OCA) website, District Grants Clearinghouse link @ <http://capstat.oca.dc.gov/> and the Office of the State Superintendent of Education (OSSE) website, <http://osse.dc.gov/> on Tuesday, March 27, 2012.



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## **SECTION II: PROGRAM SCOPE**

### **Overview**

The purpose of Pre-Kindergarten Program is to provide access to high-quality Pre-K programs to every three- (3) and four- (4) year old in the District whose parents want it. The OSSE/ECE seeks to expand Pre-K access in the District by adding additional high-quality Pre-K classrooms. Applicants must be able to increase the educational readiness of three (3), four (4), and five (5) year old children so that they will have an improved likelihood of success in school.

### **General Grantee Responsibilities**

OSSE/ECE seeks Grantees to:

1. Provide uninterrupted services for a period of ten (10) months within a twelve (12) month period beginning April 20, 2012 and ending April 19, 2013;
2. Provide at least 6.5 hours of developmentally appropriate practice as defined by the National Association of the Education of Young Children (NAEYC) <sup>1</sup> and accepted by the OSSE/ECE, five (5) days weekly, thirty-nine (39) weeks per year for a total of at least one hundred eighty (180) full days;
3. Operate Monday through Friday, no earlier than 7 a.m., and follow the holiday and closing calendar schedule of the District of Columbia Public Schools;
4. Provide services to eligible children as defined by the Pre-K Enhancement and Expansion Amendment Act of 2008. To be eligible for enrollment in a Pre-K classroom, a child shall be a resident of the District and become three (3) years of age on or before September 30<sup>th</sup> of the upcoming school year; or children four (4) years of age; or children who become five (5) years of age after September 30<sup>th</sup> of the upcoming school year;
5. Inform the widest audience through a comprehensive community outreach effort launched within the first two (2) months of the grant period;
6. Purchase, inventory and maintain required equipment and furniture, including repair and replacement of broken or damaged parts;

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<sup>1</sup> Developmentally appropriate practice as defined by the National Association of the Education of Young Children (NAEYC) requires that teachers nurture a child's social/emotional, physical, and cognitive development by basing all practices and decisions on (1) theories of child development, (2) individually identified strengths and weaknesses of each child uncovered through authentic assessment, and (3) the child's cultural background as defined by his community, family history, and family structure.



7. Utilize as the basis for Pre-K classroom instruction one of the following approved, research-based preschool curriculums that are aligned with the “Early Learning Standards for Children Entering Kindergarten in the District of Columbia” as approved by the State Board of Education on December 17, 2008: Creative Curriculum, Scholastic’s Building Language for Literacy or Early Childhood Program, High/Scope, Core Knowledge, Houghton Mifflin Pre-K, Opening the World of Learning (OWL), Tools of the Mind, or an alternative curriculum approved by OSSE/ECE;
8. Enroll and maintain a class size of no fewer than fifteen (15) students. Programs that are unable to maintain full enrollment will be subject to a reduction in funding;
9. Staff each classroom with a qualified and skilled teacher and teacher assistant that meet the following minimum educational requirements:
  - a. Hold at least an Associate’s Degree in child development, early childhood education, or child and family studies. Teachers with an Associate’s degree must be enrolled at the time of employment, in a Bachelor’s degree program and on track to receive a degree within five (5) years;
  - b. Hold a Bachelor’s degree in a field other than child development, early childhood education, or child and family studies and will complete eighteen (18) credits in early childhood within three (3) years;
  - c. Assistant teachers must hold at least a Child Development Associate (CDA) credential and be enrolled in an Associate’s degree program and on track to receive the degree within five (5) years at the time of employment;
10. Ensure that teacher(s) and assistant teacher(s) participate in professional development activities as required;
11. Pay lead teacher a salary comparable to DCPS teachers with equivalent education and experience;
12. Maintain safe, secure, and developmentally appropriate classroom(s) and facilities with a minimum of thirty-five (35) square feet per child of usable Pre-K classroom space;
13. Ensure that all children receiving services have on file completed documentation of a comprehensive physical health examination, including age-appropriate screenings and up-to-date immunizations, and for each child three (3) years of age or older, complete documentation of an oral health examination performed by a licensed health care professional within one (1) year prior to the date of admission as defined by Title 29 of the District of Columbia Municipal Regulations, Chapter 3, Child Development Facility Regulations;



14. Participate in the on-going program assessment protocol that may include Early Childhood Environmental Rating Scale-Revised (ECERS-R), Early Language and Literacy Classroom Observation (ELLCO-Pre-K), and Classroom Assessment Scoring System (CLASS) or other instruments as approved by OSSE;
15. Ensure that the classroom teacher completes at least eighteen (18) hours of early childhood certification training progressively by the end of the funding period and that all project staff participates in the professional development activities approved by the Pre-Kindergarten Program;
16. Obtain technical assistance and coaching support in the classroom from OSSE/ECE-approved Training & Technical Assistance Specialists to enhance the skills of Pre-K program professionals and expand the program's professional capacity for sustainability. Training must be aligned with the District of Columbia Professionals Receiving Opportunities and Support (DC-PROS) for new teachers and program leaders;
17. Participate in OSSE/ECE's monthly trainings;
18. Provide comprehensive health and support services for all children enrolled in the project. The Grantee must provide behavioral health screenings, speech and language screenings, vision and wellness checks to classrooms;
19. Provide nutritious meals as defined by United States Department of Agriculture-Food Nutrition Services; and
20. Adhere to the rules and procedures published in the "Program Operating Guidelines" and/or otherwise promulgated by the OSSE/ECE.

### **Additional Grantee Responsibilities**

The Grantee will be required to:

1. Maintain the following records: staff credentials, facility license, insurance coverage, enrollment policies, enrollment forms, class roster, daily attendance records, curriculum and lesson plans, financial records, equipment inventories and documentation of parent meetings;
2. Meet with the OSSE/ECE to share information related to the status of activities when requested;
3. Document and describe program successes, unmet needs, barriers and problems encountered and shall report the status and activities performed to the OSSE/ECE on a monthly basis;



4. Submit any proposed printed materials, or reports for the OSSE/ECE's review and approval prior to their use and dissemination under this grant. Where appropriate, the Grantee must translate its program information into the languages of the target populations that it serves or, at a minimum, into four (4) of the five (5) languages required by the Language Access Act. These languages include Spanish, Chinese, Vietnamese, and Amharic; and
5. Assist the OSSE/ECE in distributing these materials, including translated materials, to the target communities.

### **Performance Standards and Quality Assurance**

OSSE/ECE expects that the Grantee's performance will result in measurable, quality improvements in early childhood education. The Grantee will be expected to meet with OSSE/ECE to share information and review reports related to the status of grant activities. In addition, the Grantee will be required to meet performance standards and acceptable quality levels to be determined by OSSE/ECE and the Grantee.

### **OSSE/ECE Responsibilities**

The OSSE/ECE will assign a Monitor to monitor the project. The Monitor will:

- Review all written policies and procedures applicable to the project;
- Review all monthly and quarterly progress reports, track and review monthly invoices and supporting documentation, conduct site visits, and hold periodic conferences with each Grantee to assess the Grantee's performance;
- Monitor and evaluate the performance of each Grantee according to the Scope of Work and related service delivery standards; and
- Make periodic scheduled and unscheduled site visits to monitor the implementation of the program.

The Grantee must provide the Monitor and other authorized representatives of the OSSE/ECE, as well as members of the District of Columbia Government, such access to its facilities, records, program trainees, and staff as may be necessary for monitoring purposes. The Monitor will be authorized to assess the Grantee's performance to determine the quality of the services delivered and the Grantee's ability to deliver services.

### **Confidentiality of Records**

Information concerning grant recipients is strictly confidential and shall not be divulged to unauthorized persons. The Applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to the OSSE/ECE. Specifically, the Applicant must agree to and abide by the following conditions:





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- Participant records shall be kept confidential and shall not be open to the public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons.
  - No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
  - Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law § 16-2263).
  - All project staff and volunteers shall sign a confidentiality statement prior to engaging in work with participants and their families. The Applicant shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person and volunteer who will be working on the program.

### **Reporting Requirements**

The Grantee will be required to report information in a manner consistent with the OSSE's database management information system requirements. At a minimum, the Grantee will be required to submit both monthly and quarterly performance reports to the Grant Monitor in an electronic format approved by the Grant Monitor. Monthly reports will provide data needed to monitor the status of activities. The quarterly reports will outline progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE/ECE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Reporting may require detailed as well as aggregate reporting of accomplishments. The format for reporting will be prescribed by the OSSE/ECE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

### **Security Certifications**

Applicants must provide certifications herein that, if awarded a grant, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide services under the grant, as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the Grantee's employees will be reported to the OSSE/ECE Compliance and Integrity Division which will determine the employee's suitability for employment.

### **Certifications, Licenses, and Assurances and Acknowledgement**

Applicants shall complete and return the Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes found in Attachments B and C with the application submission.





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## **SECTION III            GENERAL PROVISIONS**

### **Insurance**

The Applicant that is awarded the grant under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award and a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability arising out of the performance of services under the award. The Grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

### **Audits**

The Applicant shall provide a copy of its most recent and complete set of audited or certified financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc submitted to the IRS within the three (3) years before the date of the grant application. The Applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the Applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the Applicant's tax status.

At any time before final payment and up to five (5) years thereafter, the District may audit the Grantee's expenditure statements and source documentation.

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and the District of Columbia Human Rights Act of 1977, as amended March 14, 2007, no person shall, on the grounds of race, color, religion, nationality, sex, marital status, matriculation or political opinion, be denied the benefits of or be subjected to discrimination under, any program activity receiving government funds.

### **Monitoring**

The OSSE/ECE staff responsible for monitoring and evaluating the program will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee will be



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required to provide access to facilities, records, clients and staff as may be necessary for monitoring purposes.

### **Staff Requirements**

- The Grantee must employ appropriately qualified staff, and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties.
- A Grantee receiving an award of at least \$100,000, and any of its sub-Grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid in compliance with the Living Wage Act of 2006, as amended. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE/ECE Grant Monitor.



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## **SECTION IV: APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than **April 5, 2012, 3:30 p.m. EST**. All applications will be recorded upon receipt. Applications accepted after 3:30 p.m. EST on April 5, 2012 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

### **Number of Copies**

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the Applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

D.C. Office of the State Superintendent of Education  
Division of Early Childhood Education  
810 First Street, NE – 4<sup>th</sup> Floor  
Washington, DC 20002

Applicants should allow at least one hour before the deadline time to clear security protocols.

### **Mail/Courier/Messenger Delivery**

Applications mailed or delivered by messenger/courier services must be received on or before **April 5, 2012**. Applications arriving via messenger/courier services after the posted deadline of **April 5, 2012, 3:30 p.m. EST** will not be considered for funding. Application packages must be delivered to and received by an OSSE/ECE staff member and not left at the security desk or other location by the courier services.



## SECTION V: REVIEW AND SCORING OF APPLICATIONS

### Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each Applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE/ECE shall make the final funding determination.

### Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

**Table 1: Scoring Criteria**

ITEM	SCORING CRITERIA	POINTS
<b>A.</b>	<b>Need</b>	
	<b><i>Need:</i></b> The extent to which the Applicant fully describes the market analysis conducted to identify the true need in the target community and by the target population for the services proposed and the cited applicable research supporting that need. The extent to which the Applicant has described the lack of similar services in the target community for the target population.	10
	<b><i>Target Population:</i></b> The extent to which the Applicant clearly justifies the number of children to be served as a reasonable percentage of the total population of unmet need in the ward; and the extent to which the Applicant profiles the average participant relative to the general target population.	10
	<b>TOTAL, NEED</b>	<b>20</b>
<b>B.</b>	<b>Program Objectives, Services and Expected Outcomes Narrative</b>	
	<b><i>Objectives:</i></b> The extent to which the expected outcomes of the Applicant's stated Project Specific Measurable Objectives are realistic and measurable.	5
	<b><i>Services:</i></b> The extent to which the Applicant demonstrates adequate knowledge about and understanding of the selected curriculum and meaningfully relates the proposed project services to the domains	



	described in the “Early Learning Standards for Children Entering Kindergarten in the District of Columbia”.	10
	<b>Technology:</b> The extent to which the Applicant describes the use of and relationship of any proposed technology (e.g., computers) to the proposed services, curriculum and work plan.	5
	<b>Work Plan:</b> The extent to which the Applicant proposes a clear plan and reasonable timeline for the delivery of services.	10
	<b>TOTAL, PROGRAM OBJECTIVES, SERVICES AND EXPECTED OUTCOMES NARRATIVE</b>	<b>30</b>
<b>C.</b>	<b>Targeted Areas</b>	
	Programs that serve:	
	▪ Children of families receiving subsidized child care	2
	▪ Children with special needs	3
	▪ English Language Learners	2
	▪ Residents of Wards 7 and 8	3
	<b>TOTAL, TARGETED AREAS</b>	<b>10</b>
<b>D.</b>	<b>Accreditation</b>	
	The extent to which the Applicant documents current accreditation or an active plan for achieving accreditation.	
	<b>TOTAL, ACCREDITATION</b>	<b>8</b>
<b>E.</b>	<b>Evaluation Plan</b>	
	The extent to which the Applicant describes a meaningful evaluation design for the proposed project, and provides a reasonable plan for timely corrective action and adjustments in response to material deficiency findings.	
	<b>TOTAL, EVALUATION PLAN</b>	<b>10</b>
<b>F.</b>	<b>Applicant Experience</b>	



	The extent to which the Applicant demonstrates prior Pre-K program experience and skills sufficient to manage the proposed project, and the extent to which the key staff identified for the project are sufficiently experienced and skilled to implement the proposed project.	
	<b>TOTAL, APPLICANT EXPERIENCE</b>	<b>10</b>
<b>G</b>	<b>Budget &amp; Resources</b>	
	<i>Resources:</i> The extent to which the Applicant describes and demonstrates access for the project to facilities, equipment, staff, licenses and collaborators; and, viability of the organization, and attach the most recent Financial Audit.	
	<i>Budget:</i> The extent to which the Applicant proposes a spending plan that supports the reasonable costs of the proposed project, including a full-time Project Manager and salaries for Teachers comparable with those paid by the DCPS, and the extent to which the Applicant proposes to identify and maximize the use of in-kind, matching and/or donated contributions.	
	<b>TOTAL, BUDGET AND RESOURCES</b>	<b>10</b>
<b>H.</b>	<b>Completeness &amp; Format of Application</b>	
	The extent to which the Applicant has provided all of the information requested in the application and attached all supporting documents.	
	The extent to which the Applicant has followed the Application Format as specified in the Section VI and remained within the specified page limits.	
	<b>TOTAL, COMPLETENESS AND FORMAT OF APPLICATION</b>	<b>2</b>
	<b>MAXIMUM POSSIBLE SCORE</b>	<b>100</b>

Applicants who are current Pre-K Program Grantees may receive ten (10) bonus points (for a maximum 110 points) for prior performance based on the following performance criteria:

	<b>Criteria</b>	<b>Points</b>
<i>Outcomes</i>	In the prior year, the Grantee achieved an Overall Monitoring Score of three (3) or above on at least seventy-five percent (75%) of the “Pre-K Program Monitoring Reports.”	3
<i>Enrollment</i>	In the prior year, by the first quarter of the award period, the Grantee achieved and sustained enrollment of at least 15 children in each	3



	funded classroom based on the “Annual Student Enrollment Form” submitted for that month and subsequent months.	
<i>Compliance</i>	In the prior year, the Grantee was not formally cited by ECE for noncompliance with the established OSSE/ECE Pre-K Program rules and requirements.	<i>2</i>
<i>Participation</i>	In the prior year, the Grantee attended all scheduled Monthly Project Manager Meetings.	<i>1</i>
<i>Reports</i>	In the prior year, the Grantee submitted complete monthly Pre-K reports and timely invoices to ECE on or before each of the required due dates.	<i>1</i>
	<b>TOTAL POINTS</b>	<b>10</b>

### Decision on Awards

The recommendations of the Review Panel are advisory only and are not binding on the OSSE/ECE. After reviewing the recommendations of the Review Panel and other relevant information the OSSE/ECE shall make a final decision on which Applicant(s) will receive funds and the amount to be funded.



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## **SECTION VI: APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the Applicant, type of organization, project service area and the amount of funds requested. See **Attachment A**.

### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

### **Application Summary (Not to exceed 1 page)**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

### **Project Narrative (Not to exceed 25 pages)**

The Applicant should provide a full project description that addresses the following:

- *Organization:* The Applicant should provide descriptive information on the organization(s) and cooperating partners, including: experience in the program area; organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; and other pertinent information;
- *Need:* The Applicant should clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The Applicant should identify and cite applicable research and describe the need in the target community and by the target population for the services proposed;
- *Target Population:* The Applicant should provide a demographic profile of the participants to be served including the number of children, the age of the children, and the wards where they reside. The Applicant should also describe its experience serving the target population within the community in this capacity. If no experience has been acquired, describes how past linkages to the community will prove beneficial in this undertaking;
- *Objectives:* The Applicant should specify and describe measurable objectives and expected outcomes specific to the project that clearly identify the results to be achieved.





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**(Attachment G)** The Applicant should also include a plan of action that describes the scope and details how the proposed work will be accomplished **(Attachment F)**;

- *Services:* The Applicant should describe the type and form of services to be provided, hours of operation, location, curriculum selection and reason(s) for the choice, and the process to be used to recruit and select program participants;
- *Technical Assistance and Comprehensive Health Support Services:* The Applicant should describe:
  - The required training and technical assistance to be obtained related to the implementation of the prescribed curricula, classroom instruction, evaluation design and implementation, parent- involvement, marketing and community outreach, and use of computers and other equipment;
  - The process for accessing comprehensive health-related services (including but not be limited to social workers, psychologists, speech and language practitioners and play therapists) that will ensure that no child leaves the program with an undiagnosed health challenge that may affect his or her ability to learn; and
- *Qualification and Experience:* The Applicant should describe the qualifications and experience of the organization and the assigned staff in providing the required services. It should provide evidence that demonstrates the qualifications and capacity to provide services and achieve the desired outcomes. It should provide a biographical sketch and job description for each key person including job descriptions for vacant key positions. The Applicant should also include a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with the Applicant and a short description of the nature of their effort or contribution.

### **Work Plan (Not to exceed 5 pages)**

The Applicant must submit a detailed Work Plan on **Attachment E** showing how it plans to provide the required services and a timeline for project implementation and delivery of services. The Work Plan must include:

- Specific, measurable program objectives and the task/activities that will be carried out to achieve the objectives; and
- Qualitative and quantitative quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

The Work Plan must be supplemented by the following items:



- Organizational charts showing both the Applicant’s organizational structure and the operational structure of the proposed program. These charts must include the name, title, and reporting relationship of each individual; and
- Resumes for each key individual shown on organizational charts.

## Evaluation Plan

The Applicant should propose an Evaluation Plan for the proposed program (**Attachment F**) that describes the methodology it will use to measure and assess the effectiveness of the efforts employed. Using Attachment F, the Applicant should describe a plan for collecting data and documenting the measurable impact of services on the project participants, making sure to align expected outcomes of the project to the objectives and utilizing the instruments in the assessment protocol described in Program Scope section of this Application.

The following “Global Measurable Objectives” are common to all OSSE/ECE funded Pre-Kindergarten Programs and must be included, as written, in the Applicant’s submission of **Attachment F** with their application:

1. To achieve a high level of program quality as defined by the Pre-K Expansion and Enhancement Act;
2. To further the professional development of the staff by increasing their skills and knowledge in areas stipulated in the professional development standards;
3. To increase children’s early learning skills and knowledge and take steps to ensure that children are healthy and ready to learn; and
4. To build or enhance partnerships with parents.

The “Project Specific Measurable Objectives,” “Tool/Activities,” and “Expected Outcomes” are unique to each proposed Pre-Kindergarten program and must be provided on Attachment F by the Applicant:

- The “Program Specific Measurable Objective” should state the objective(s) to be measured and be numbered;
- The “Tool/Activity” column should state the instrument or means for measuring each objective;
- The “Expected Outcome” column should state the desired outcome or measurement and when the outcome will be achieved; and
- The “Status” column should be left blank (this column will be used if the grant is funded).



The Grantee will be required to report the outcomes of the Project Specific Measurable Objectives.

### **Staffing Plan**

The Applicant should provide a staffing plan for all personnel who will be assigned to the project on **Attachment G** including full-time and part-time employees. The Staffing Plan must also include a full-time Project Manager position and the names of the Teacher and Teacher Assistant. The Staffing Plan should be supplemented by resumes, credentials and position descriptions, including minimum requirements, for proposed personnel that have not been identified, the process for recruitment and selection, and the timeline for other support persons included in the budget.



### Program Budget and Budget Narrative (Not counted in page total)

A standard budget form is provided in **Attachment H**. The budget should contain detailed, itemized cost information that shows personnel and other direct costs and indirect costs. The detailed budget narrative must contain a justification for each category listed in the budget. The narrative should clearly state how the Applicant arrived at each budgeted amount.

1. Personnel:	Show proposed salaries and wages for all project staff including a full-time project manager with specific responsibility for managing the Pre-K program, teachers, teacher assistants and support staff. Include funding for substitutes if teachers and/or teachers assistants do not meet minimum academic requirements and are required to enroll in study program. If staff members will be paid from source(s) other than the Pre-K Program grant funds, that amount should be shown as matching funds (i.e., in-kind, local share and Applicant share). (Note: Pay lead teachers a salary comparable to DCPS teachers with equivalent education and experience.)
2. Fringe Benefits:	Include proposed fringe benefit expenditures including what is included in fringe benefits and the fringe benefit rate.
3. Occupancy	Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area.
4. Travel and Transportation:	Show proposed expenditures for travel, including estimated travel for staff, consultants and participants. Include purpose of travel. Out of town travel may not be funded under this Program.
5. Equipment:	List proposed expenditures.
6. Materials and Supplies:	List proposed supplies and educational and other materials expenditures. Include total and extended costs, where applicable.
7. Consultants /Contractors:	List proposed consultant expenditures. Include justification, scope or work, copy of draft contract, hourly rate of pay, incidental costs, and resume (s) or organizational profile.
8. Technical Assistance and Comprehensive Clinical Service	List and explain proposed expenditures related specifically to technical assistance and coaching support in the classroom. List and explain proposed comprehensive health and support services for children enrolled in the project (e.g. behavioral health screenings, speech and language screenings, vision and wellness checks, etc.) <b><u>The total amount must not exceed \$2,253 per child</u></b>
9. Other Direct:	List other direct costs directly related to the project (e.g. utilities, telephone service, insurance, printing, copying, subscriptions, postage and maintenance services.)
10. Indirect:	The indirect cost rate should not exceed ten percent (10%). Explain what is included in indirect cost.



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## Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete Attachments B and C and return the attachments with the application. If the Applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

## Appendices

This section shall be used to provide technical materials, additional requirements supporting documentation and endorsements. Such items must include:

- Audited financial statements for the past three (3) years.
- Documentation of organizational status (e.g. Tax Exemption Letter).
- Conflict of Interest Policy: A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members.
- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.
- **Certificate of Good Standing Request:** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. ***It will take approximately seven (7) to ten (10) business days to process.***
- Proposed organizational chart for the project.
- Organizational budget (as opposed to project budget) for the current fiscal year.
- Letters of support or endorsements.
- Staff resumes (if applicable).
- Planned job descriptions (if applicable).
- Copy of District of Columbia Child Care License
- Copy of Head Start Agreement (if applicable)



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**SECTION VII: LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Applicant Profile</b>
<b>Attachment B</b>	<b>Certifications, Licenses, and Assurances</b>
<b>Attachment C</b>	<b>Acknowledgement of District and Federal Statutes</b>
<b>Attachment D</b>	<b>Submission Receipt</b>
<b>Attachment E</b>	<b>Work Plan</b>
<b>Attachment F</b>	<b>Evaluation Plan</b>
<b>Attachment G</b>	<b>Staffing Plan</b>
<b>Attachment H</b>	<b>Budget</b>
<b>Attachment I</b>	<b>Budget and Funding Information</b>
<b>Attachment J</b>	<b>Board of Directors List</b>
<b>Attachment K</b>	<b>Collaboration Commitment Form</b>
<b>Attachment L</b>	<b>Statement of Confidentiality</b>



## Attachment A: Applicant Profile

Place this form at the front of the application.

Program: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

<b>ORGANIZATION</b>	<p>Organization Name: _____</p> <p>Phone Number: _____ Fax: _____</p> <p>Physical Address of Project Site: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>E-Mail Address: _____</p> <p>Federal Tax Identification No.: _____</p> <p>D-U-N-S. No.: _____</p> <p>Budget -Total Funds Requested: \$ _____</p>
<b>CONTACT PERSON</b>	<p>Contact Name: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>
<b>AUTHORIZED TO SIGN GRANT AWARD (GAN)</b>	<p>Authorized Name: _____</p> <p>Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p>



<b>MAIL REIMBURSEMENT TO</b>	<p>Contact Name:_____ E-Mail Address:_____</p> <p>Phone Number:_____ Fax Number:_____</p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____</p>
<b>CONTACT INFORMATION</b>	<p>Site Name:_____</p> <p>Site Address:_____</p> <p>City:_____ State:_____ Zip:_____ Ward:_____</p> <p>Site Phone Number:_____ Site Fax:_____</p> <p>Contact Person:_____ Title:_____</p> <p>E-Mail Address:_____</p> <p>Mail Address of Site <b>(If different than above)</b></p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____ Ward:_____</p>
<b>CLASSIFICATION</b>	<p><b>Type of Site</b></p> <p><input type="checkbox"/> Child Care Center <span style="margin-left: 200px;"><input type="checkbox"/> Faith Based</span></p> <p><input type="checkbox"/> Head Start <span style="margin-left: 200px;"><input type="checkbox"/> Non-Profit</span></p> <p style="margin-left: 400px;"><input type="checkbox"/> Profit</p> <p>Accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, what accrediting Body</b></p> <p><input type="checkbox"/> National Association for the Education of Young Children</p> <p><input type="checkbox"/> Council of Accreditation</p> <p><input type="checkbox"/> Other _____(Specify)</p> <p>Contact Person:_____</p>





<b>MEAL SERVICE</b>	Please provide information on how your meals are prepared or if an outside food service vendor is used								
<b>OPERATING DATA &amp; ENROLLMENT</b>	<p><b>Program Participation</b></p> <p><b>Pre-K Enrollment-</b> New Pre-K children anticipated for April 20, 2012 –April 19, 2013 – <b>Do not count children currently served.</b></p> <p>3 Year Olds _____ 4 Year Olds _____</p> <p>Number of Pre-K Classrooms: _____</p> <p><b>Dates and Times of Operation</b></p> <p>Are you closed on all federal holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please list the additional dates and times that you will not provide services/operate:</p> <p>Does the site participate in Head Start programs? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If “Yes,” please attach a copy of the Head Start Agreement.</b></p>								
<b>SIGNATURES</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">_____ <b>Signature</b></td> <td style="width: 33%; text-align: center;">_____ <b>Title</b></td> <td style="width: 33%; text-align: center;">_____ <b>Date</b></td> </tr> <tr> <td style="text-align: center;">_____ <b>Signature</b></td> <td style="text-align: center;">_____ <b>Title</b></td> <td style="text-align: center;">_____ <b>Date</b></td> </tr> </table>			_____ <b>Signature</b>	_____ <b>Title</b>	_____ <b>Date</b>	_____ <b>Signature</b>	_____ <b>Title</b>	_____ <b>Date</b>
_____ <b>Signature</b>	_____ <b>Title</b>	_____ <b>Date</b>							
_____ <b>Signature</b>	_____ <b>Title</b>	_____ <b>Date</b>							



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## **ATTACHMENT B**

### **Certifications, Licenses and Assurances**

#### **Financial Records**

All sub-Grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)** and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

#### **Overdue Due Taxes**

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

#### **Administrative and Financial Capability**

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is a financially viable organization not subject to federal liens or bankruptcy proceedings;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

#### **Implementation Capability**

That the Applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the Applicant has a satisfactory performance record performing similar activities as detailed in the award;

The Applicant has a satisfactory record of integrity and business ethics;

The Applicant has the necessary organization, experience, accounting and operational



controls, and technical skills, or the ability to obtain them;

The Applicant is in compliance with the applicable District licensing and tax laws and regulations;

The Applicant's child development facility has a current, valid license, no pending Notices of Infractions, no Fire Code Violations, and no unresolved complaints against the facility;

The Applicant has conducted Criminal Background Checks for all staff. Staff is in compliance with immunization requirements.

### **Misconduct Certifications**

The Applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the Applicant, whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the Applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the Applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### **Assurances**

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.



3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-l *et. seq.*) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.



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**CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC**

**The District of Columbia**

This document was acknowledged before me on \_\_\_\_\_ [Date] by  
\_\_\_\_\_ [name of principal].

[Notary Seal]

\_\_\_\_\_  
(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: \_\_\_\_\_

**Acknowledgement of Authorized Representative**

*As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances*

\_\_\_\_\_  
**Typed/Printed Authorized Representative and Title**

\_\_\_\_\_  
**Signature of Authorized Representative**

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## ATTACHMENT C

### Applicable District and Federal Statutes and Regulations Acknowledgement

*The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:*

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*).
- Title II of the Americans with Disabilities Act.
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*).
- Rehabilitation of the Handicapped Act (Section 504).
- The Hatch Act, Pub. L. 76-252, Aug. 2, 1939, 53 Stat. 1147 (5 U.S.C. §1501 *et seq.*)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 *et seq.*).
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108-201, February 24, 2004 (42 USC cha. 85 *et seq.*).
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (29 U.S.C. 651 *et seq.*).
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951).
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 206(d)).
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*).
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*).
- Military Selective Service Act of 1973.
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 373, (20 U.S.C. 1681 *et seq.*).
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101).
- Executive Order 12459 (Debarment, Suspension and Exclusion).
- Family and Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C.

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6381 *et seq.*).

- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*).
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20.
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01.
- Title VI of the Civil Rights Act of 1964.
- District of Columbia Language Access Act of 2004, DC Law 15 - 691, (D.C. Code § 2-1931 *et seq.*).
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 691, (31 U.S.C. 1352).
- Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*, 2005 Supp., as amended).
- District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Code §2-220.01 to .11).
- District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. Code §§ 4-412, and 4-413(c) (2008 Repl.).
- District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Code § 7-2036(b) (2008 Repl.).
- Prevention of Child Abuse and Neglect Act of 1977 (D.C. Code § 16-2336).
- Pre-K Enhancement and Expansion Amendment Act of 2008.
- United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products.
- The Pro Kids Act of 1994, Title XII, Pub. L. 103-227.

As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances

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Authorized Representative Signature and Title

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Date

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## Attachment D: Submission Receipt

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION  
DIVISION OF EARLY CHILDHOOD EDUCATION  
810 FIRST STREET, NE – 4<sup>TH</sup> FLOOR  
WASHINGTON, DC 20002  
ATTENTION: WALTER C. LUNDY, JR.

### THE OSSE/ECE IS IN RECEIPT OF A PROPOSAL FROM:

---

Contact Name/ Please Print Clearly

---

Organization Name

---

Street Address

---

City

State

Zip Code

---

Phone

Fax

Amount Requested

#### ECE USE ONLY:

Please Indicate Time:

ORIGINAL and

COPIES

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RECEIVED ON THIS DATE

/ /

Received by:

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**APPLICATIONS WILL NOT BE ACCEPTED AFTER April 5, 2012, 3:30 P.M EST**



## Attachment E: Work Plan

<b>Agency:</b>							<b>Submission Date:</b>					
<b>Services Area:</b>							<b>Project Manager:</b>					
<b>Budget:</b>							<b>Telephone #:</b>					
<b>Measurable Objectives</b>	<b>First Quarter</b>			<b>Second Quarter</b>			<b>Third Quarter</b>			<b>Fourth Quarter</b>		
<b>Objectives:</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>
<b>Activities:</b>												
1.												
2.												
3.												
4.												
5.												
6.												
7.												

## ATTACHMENT F: EVALUATION PLAN

**Applicant/Organization Name:** \_\_\_\_\_

**Date of Application Submission:** \_\_\_\_\_

Global Measurable Objectives	Program Specific Measurable Objectives	Tools/Activities (Provided by the Applicant)	Expected Outcome(s) (Provided by the Applicant)	Status (Provided by the Grantee)
1) To achieve a high level of program quality	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	
2) To further the professional development of the staff by increasing their skills and knowledge in areas stipulated in the professional development standards	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	
3) To increase children's early learning skills and knowledge and take steps to ensure that children are healthy and ready to learn	1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.	
4) To build or enhance partnerships with parents	1. 2. 3.	1. 2. 3.	1. 2. 3.	

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## Attachment G: Staffing Plan

Name	Position Title	Filled/Vacant	Annual Salary	% of Effort	Start Date
	<b>Project Manager</b> (required)				

## Attachment H: Budget

<b>Organization:</b>		<b>Program Year:</b>	
<b>Service Area:</b>		<b>Project Manager:</b>	
<b>Budget:</b>		<b>Telephone Number:</b>	
<b>CATEGORY</b>	<b>GRANT FUNDS</b>	<b>MATCHING FUNDS</b>	<b>TOTAL</b>
Personnel			
Fringe Benefits			
Travel			
Occupancy			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Technical Assistance and Comprehensive Support Services @ \$2,253 per child			
Other Direct Cost (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

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## Attachment I: Budget and Funding Information

Organization Name \_\_\_\_\_

Organizational Fiscal Year \_\_\_\_\_

FY Budget \_\_\_\_\_ Income \_\_\_\_\_ Expenses \_\_\_\_\_

List all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

<i>Agency Name</i>	<i>Grant Name</i>	<i>Award Date</i>	<i>Funded Amt</i>	<i>Project Title (if applicable)</i>

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## Attachment J: Board of Directors List

Name	Phone	Email	Length of Term	Position on Board (i.e. Chairman, President, Treasurer)	Primary Affiliation (i.e. Children's Hospital, Community Member, Bank of America)

### Human Resources

Number of Full Time Employees: \_\_\_\_\_ Number of Part time Employees: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_

## Attachment K: Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organization. A form must be provided for each collaborating organization. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the Applicant's application submission.

Collaborating Organization(s):		
Name:		
Address:		
Telephone:	Fax Number:	Email Address:
Describe how you organization plans to collaborate with other organizations to achieve your program goals. Also discuss any shared resources. (Use additional blank sheets if needed.)		
The signatures below indicate that the organization has collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.		
Authorized Representative(s):		
Type Name(s):		
	Tel.:	
	Tel:	
	Tel:	
Signatures:		
	Date:	
	Date:	
	Date:	

**MAY BE SINGLE-SPACED**

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## **Attachment L: Statement of Confidentiality**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_ hereby affirm that I will hold confidential any information gathered or disclosed to me as a project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

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Signature

Title

Date

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Name of Organization